



CHICAGO STATE UNIVERSITY

Curriculum Action Handbook

Revised Fall 2021

This handbook provides general guidelines for the curriculum process at Chicago State University. If you have comments or suggestions on how curriculum development can be improved, please do not hesitate to raise your ideas with your chairperson, your dean, or the Office of Academic Affairs.

General Guidance

Whether you are proposing a course change or a program change, please address, in the most complete terms, the following considerations:

- whom the course/program change will affect (especially if this includes students in other programs on campus, and also the intended outreach population)
- details of the curriculum change itself
- intended outcomes of the course/program change (including impact on time to degree completion, reduction/increase in program electives, new learning outcomes and skills, and potential impact on career readiness)

Please keep in mind that course/program changes may have a broader impact on students and faculty across the university. It is expected that you will confer with colleagues in other programs and colleges in order to provide a thorough explanation of any such impact.

For program changes, including new program proposals or course changes that will result in a program change, program chairs are strongly encouraged to meet with the Office of the Provost as early as possible in the process, ideally in conjunction with the College Curriculum Committee review of the curriculum action. The purpose of introducing an early, consultative step with the Office of the Provost early in the process is to enable collaboration in flagging strategic or resource allocation issues, and successfully addressing them. New program proposals will require IBHE approval after the internal CSU process, and IBHE requirements for new program proposals should be complete at the beginning of the internal curriculum action process.



CHICAGO STATE UNIVERSITY

New Forms and Process

Beginning Fall 2021, the curriculum action process will utilize Adobe Echo Sign. Moving to Adobe Echo Sign will provide users with a more streamlined and transparent process that will keep track of each curriculum action. To begin the Curriculum Action process, use the links located in the Faculty tab on Cougar Connect, in the section Faculty Links. *NOTE: Adobe Echo Sign will time out after 30 minutes of inactivity. You are strongly encouraged to complete the documents needed for the form in advance, and then cut and paste.*

1. How to Propose a New Course

To add a course, use the Curriculum Action for Course Changes in Cougar Connect.

New course proposals should begin with discussions between the department chairperson and faculty. New course proposals require approval from a departmental curriculum committee, the departmental chairperson, and approval by both the College and University Curriculum Committees. Hybrid and online courses require approval by the Distance Education Committee. Courses intended as general education submissions or for graduate students require approval by those respective committees.

Course proposals that involve two or more departments (e.g, cross-listed courses) should be developed in tandem and submitted at the same time. Courses that are cross-listed between colleges will need approval from both college curriculum committees and their respective deans.

The basic elements of any new course proposal are listed on the Course Curriculum Action Form. If you have any questions, please seek guidance from your College Curriculum Chairperson.

If the course is to be a required course or entails a change to a degree program's requirements, a separate proposal to change program requirements should also be submitted.

Generally speaking, class registration opens during the 10th week of the semester. You should plan on the process needing about a year before the changes are enacted. In order for course changes to appear in time for registration, the curriculum action should be started at least one full semester in advance. Be aware that in some cases, the need for additional information or review may cause delays to the process, so this is just a general timeline.

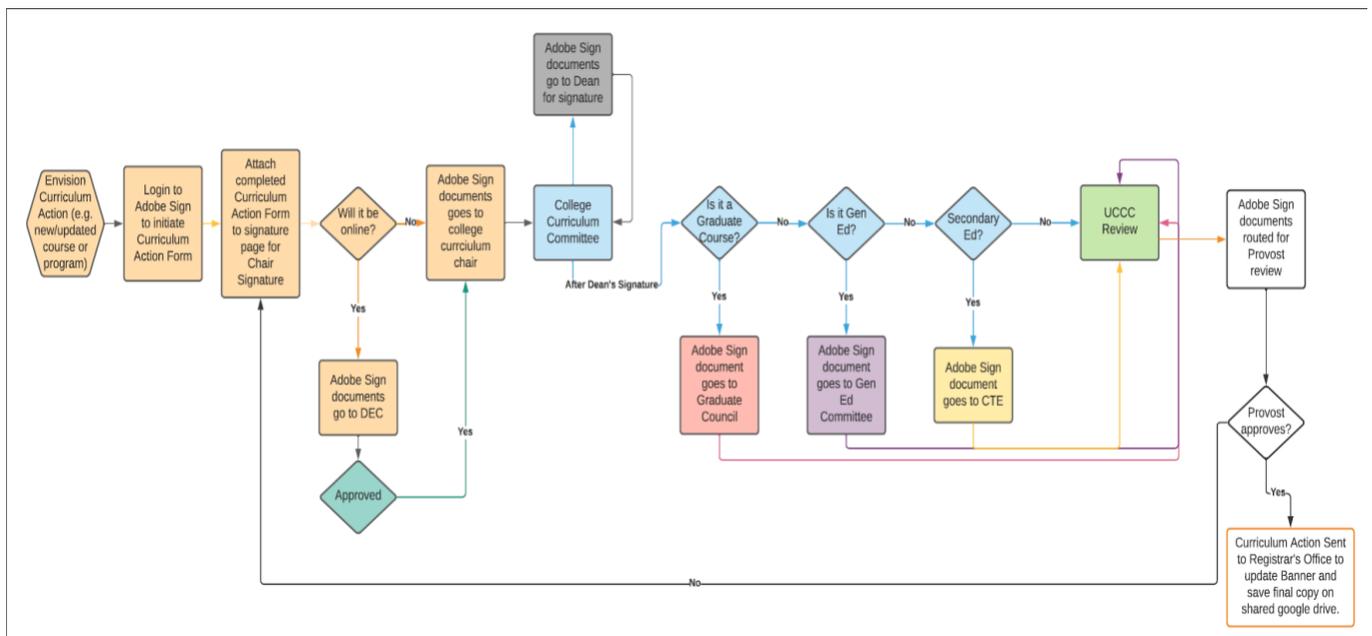


CHICAGO STATE UNIVERSITY

Course scheduling number

Once the department has approved the course, the chairperson or designee must obtain a course number assigned by the Office of Course Scheduling. Use the new course number on all forms (i.e., do NOT submit forms with 1xxx as a placeholder).

Curriculum workflow



It is the responsibility of the department chairperson to monitor the progress of the proposal inside Adobe Echo Sign to ensure it moves through the approval process efficiently. Most committees will meet monthly, but need to receive the documents in Adobe Echo Sign at least one week before the meeting in order to give them full and proper consideration.



CHICAGO STATE UNIVERSITY

2. How to Modify or Remove an Existing Course

Proposals to modify or remove an existing course generally follow the same path as proposals to add a new course; however, all modifications to required courses need to provide a complete explanation of the impact on enrollment, graduation, teaching costs, and other departments.

Changes to prerequisites and co-requisites for a course should occur after careful consideration of the impact on other departments. Consultation with all affected departments must take place before the proposal reaches the college curriculum committee.

3. How to Change Existing Academic Degree Programs or Options

Changes to existing degree programs or option requirements begin with departmental approval and then go on for approval by the college curriculum committee(s) and the dean. Refer to the committee review workflow above.

Impact on other programs

If the new requirements will affect other departments, it is important to consult with the other departments before the proposal is presented to the college curriculum committee. For these types of program changes and for all new or revised program requirements, approval from the University Curriculum Coordinating Committee is required.

Updated program advising sheet

It is not necessary to include the sequence of courses suggested for majors, but it is necessary to list the required courses for the major or option. An advising sheet listing all degree requirements and showing the % online value must be attached for all programs.

Additional guidance

Include a statement of the goals of the change, evidence of need for the change, impact on other colleges or departments, budgetary implications, and the effective date for the change. The question about impact on other colleges or departments is particularly important. The earliest effective date of change will be the following academic year. Depending on the timing of the curriculum action proposal, the change could take effect later than the following academic year.



CHICAGO STATE UNIVERSITY

4. Signaling Substantive Program Change

A change of 25% or more to the content of a program, either in a single change or as the sum total of aggregate changes, since the most recent accreditation review must be indicated, as additional approval from the Higher Learning Commission may be needed.

Some examples of substantive program changes, according to HLC: “Program content changes include changes to a program's curriculum (measured by clock or credit hours), learning objectives, competencies or required clinical experiences. This would include changes in the general education courses required for program completion and not merely the courses within the discipline, program or major. A change in the method of delivery. The development of customized pathways or abbreviated or modified courses or programs to accommodate a student's existing knowledge (such as from employment or military service) and to close competency gaps between demonstrated prior knowledge and the full requirements of a particular course or program.”

<https://www.hlcommission.org/Accreditation/screening-form-for-changes-to-existing-academic-programs.html>

5. How to Add a Certificate

If the department is interested in developing a certificate at the pre-baccalaureate, post-baccalaureate, or graduate level, please consult with the Office of the Provost on how to proceed. Depending upon the nature of the proposed certificate, it may require IBHE and/or HLC approval.

6. How to Develop a New Program Request

A new program request is a significant undertaking, requiring the approval of the university Board of Trustees, before it can be submitted to the IBHE for preliminary review and IBHE Board approval. If the proposal is approved by the IBHE, it will require additional review and approval by federal and/or external professional accreditation agencies. When a department is undertaking a new program request, the Office of the Provost should be notified early in the process. The Office of the Provost will provide guidance to ensure that IBHE guidelines are successfully addressed.

A new program proposal should align with the strategic priorities of the department, college, and university, and should clearly advance enrollment, retention, and graduation goals. Comprehensive market research needs to be planned, and included in the proposal. Preliminary research should include questions such as student interest, employer demand, alignment with future industry needs and workforce skills, program costs, internship and



CHICAGO STATE UNIVERSITY

career opportunities, as well as market competition and modality of offerings. Potential impact on other programs and colleges should be identified and explained in detail. In addition to the internal curriculum action program change form, new program requests should include a line-item budget and complete the IBHE New Degree Program Application, which should be attached to the CSU program change form.